



Part-Time Event Support (June- September)

Position Available | Seasonal Part-Time (20 hours per week) with potential to extend beyond the summer

Compensation | \$20.80 Per Hour + Commuter Benefit

Start Date | As soon as possible

Application Closing Date | Friday, May 30, 2025

The Forks is a fast paced, fun and welcoming environment, that is community oriented, collaborative, and innovative. The business of The Forks is to provide as many reasons as possible for people to 'live, work and play in the downtown.' We are looking for individuals who share a love for our community and want to contribute to a memorable visitor experience.

The Event Support will work with the Event Coordinator and various internal departments to ensure welcoming, engaging, and well-executed events. If you are eager to build genuine connections and to work with a diverse team of fun and friendly individuals, we encourage you to apply.

The Event Support will lead:

- The on-site setup and teardown of events, including transporting equipment and performing audio-visual checks.
- Administrative and logistical support for events, such as communicating with vendors and coordinating on-the-ground tasks.
- Occasionally acting as the main contact during events, solving issues and helping the event run smoothly.
- Providing helpful feedback after events to improve future planning and execution.
- Collaborating with internal departments and external partners to ensure seamless events and a memorable visitor experience.

The Event Support is someone who:

- Has experience supporting events, particularly in setup, teardown, and on-site coordination.
- Has strong customer service skills, with a focus on hospitality and making guests and organizers feel well cared for.
- Is highly organized and attentive to detail, able to juggle multiple tasks or events at once.
- Is comfortable in fast-paced and changing environments, and adaptable when plans shift.
- Communicates clearly and kindly, both verbally and in writing.
- Has working knowledge of Microsoft Word and Excel.
- Is a friendly, helpful, and supportive team member who enjoys working collaboratively.
- Is physically capable of lifting and moving equipment as part of event support.
- Is available to work flexible hours, including evenings, weekends, holidays, and extended shifts as needed.
- Is able to work in a variety of weather conditions, including heat, rain, wind, and cold temperatures.

Please email hr@theforks.com with a cover letter and resume to apply. Application deadline is Friday, May 30, 2025.

Interviews will be held between June 4-11, approximately. We thank all applicants; however, only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work. The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.